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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director (Administration)

DATE: 28 January 1953

FROM : Chief, Organization and Methods Service

SUBJECT: Centralization of Agency Graphic Facilities Within the Departmental Headquarters

1. In accordance with your instructions a detailed survey has been made of all agency graphic facilities within the departmental headquarters to ascertain the feasibility, efficiency and economy of the centralization of like services. The original recommendation from AD/RR appears to be organizationally sound for the consolidation of administrative and supervisory control, with decentralization of personnel where required to accomplish a specific mission. ORR's comments in memorandum dated 28 November 1952 adequately express our feelings toward the problem of consolidation of these services, "The Geographic Area believes that its Cartography Division could undertake responsibility for the centralized direction and administration of graphic services for the Agency if there were essential unanimity regarding the suitability of such centralized control among components currently maintaining staffs of graphic personnel", and if authority were given to the Cartography Division for establishment of priorities; assignment of personnel; determination of personnel strengths; adjustment of work schedules and administration.

2. The study attached as Exhibit "A" dated 3 November 1952 was disseminated for comment to each of the offices having graphic personnel assigned therein. The comments attached as Exhibit "B" are summarized as follows:

<u>Organizational Component</u>	<u>Personnel Status at</u> <u>Time of Survey</u>		<u>Current Approval of</u> <u>Personnel Consolidation</u>	
	<u>T/O</u>	<u>On Duty</u>	<u>T/O</u>	<u>On Duty</u>
OCI				
OO/FDD				
ORR				
DD/F - PP Staff				
DD/P - 				
DD/P - FI				
Tr				
Commo				
Gen. Ser.				
P&S				

*Note: DD/P T/O Reduced on 17 Nov. 1952 from

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Of the 10 organizational components only 4 have given concurrence and of these the 2 DD/P segments only partial consolidation has been approved.

3. The memorandum from the DD/P dated 10 January 1953 concurs in principle with the staff study, however, they have taken exception to consolidation of the [redacted] which they consider highly specialized in this field and as such should not be considered for consolidation. A further restriction on the concurrence by the DD/P is that 4 persons be retained on their T/O's 2 each in FI and PP, 2 of these 4 employees represent former chiefs of their graphic components. In addition to these 3 graphic shops requested for retention by DD/P they will require the services of a decentralized component under central ORR control to be assigned within the DD/P organization to perform their graphic functions. This would create 4 graphics components or 1 more than there currently exists.

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4. The general tone of the non-concurrence comments indicates a frantic determination to hold on to both T/O and on-duty personnel performing these functions despite the apparent advantages of the centralization of like services. Although we have conducted numerous conferences and meetings to try to obtain complete concurrence, these have been unsuccessful and there is a definite absence of unanimity regarding the suitability of such centralized control. It is requested that determination be made as to your desires for such action as you feel appropriate.

[redacted]

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